



Job Description

Title: Major Gifts Manager
Department: Development
Position Status: Full-Time; Exempt; Benefited
Effective Date: Upon Hire

Position Overview:

Under the supervision of the Development Director, the Major Gifts Manager leads the cultivation, solicitation, and stewardship of a portfolio of 250 individuals each giving at least \$1,000. annually, and more than \$500,000. in aggregate. Portfolio constituents include current and lapsed donors, representatives of corporate supporters, and donor prospects among subscribers, individual ticket buyers, and fundraising event attendees. This is a pivotal position on the OBT Development team, working collaboratively and strategically with staff, executive leadership, and the Board of Directors.

Primary Responsibilities:

- Manage a portfolio of approximately 250 current and prospective donors each giving at least \$1,000. annually, and over \$500,000. in aggregate.
- Develop and implement strategies to identify, cultivate and solicit new individual major donor prospects, and grow existing individual major donors.
- Schedule, strategize, and conduct face-to-face meetings with current, lapsed and prospective donors to identify philanthropic interests and connection to OBT's mission, share giving opportunities, and close gifts.
- Help strategize, support, and staff Executive Director, Artistic Director, and Board members in donor meetings. Prepare donor briefings, talking points, proposals, and correspondence.
- Develop and implement individualized strategies to continually steward, thank, engage, and deepen connections with individual major donors.
- Maintain accurate and timely records of all interactions with donors utilizing fund raising database.
- Function as a resource and supporting team member for development events.
- Perform other related duties as assigned.

Experience and Skills:

- 3-5 years of professional, volunteer and/or lived experience raising at least \$300,000. annually from individuals in a non-profit setting.
- Proven experience creating and implementing strategies to identify, cultivate, solicit, and steward individual major donors.
- Knowledge of effective individual major donor fundraising techniques and best practices, including moves management and donor-centric approaches.
- Successful volunteer management experience, including supporting, leveraging, motivating, and driving to results with executives and Board members.
- Exceptional interpersonal and relationship-building skills, including excellent listening skills, ability to establish connections quickly, and adept at individualizing communications.
- Talented communication skills, including strong and compelling written, verbal, and presentation abilities.
- Results-oriented with a bias to action. Ability to act quickly, pivot swiftly, and move from talk to action speedily.
- Computer proficiency in MS Office and fundraising databases.
- Commitment to advancing racial diversity, equity, and inclusion. Experience engaging and partnering with people of color, including Black, Latinx, Indigenous, Asian, and other communities.
- Ability to regularly prioritize and manage multiple, and sometimes competing, priorities, needs, and expectations.
- College degree and/or college-level studies preferred.

Equity:

OBT is committed to a diverse, racially and culturally-inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently-abled to perform the primary responsibilities of this job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a busy, sometimes crowded, occasionally loud, and fast-paced setting, including a professional office, dance studio, and large public theaters. During COVID, much work has been conducted remotely offsite.

Work Schedule:

This is a full-time position. Days and hours of work are generally Monday through Friday, 9:00 a.m. to 5 p.m. This position regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

Travel:

This position needs to be mobile, and able to quickly get to donor's homes and places of business. Travel is primarily local during the day, evenings, and weekends. Some out-of-area and overnight travel may be expected.

Compensation:

This position starts at \$55,000. annually, and is provided full benefits, including: employer-paid medical, dental, and vision insurance; life insurance; and 23 days off annually (15 days PTO and 8 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plan; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.